

Site Plan Checklist

The following information shall be included on each Site Plan:

- Name of development, type of business, building square footage and parking required and parking provided.
- Owner (name, address, and telephone number).
- Developer (name, address and telephone number).
- Date of survey, date plan drawn, and revision dates as applicable.
- Seal and signature of a registered engineer.
- North arrow with reference.
- Scale (no less than 1" = 100')
- Tax parcel number
- Zoning classification
- Use and zoning of all adjacent parcels with owner(s) name(s)
- Location of proposed business signage
- Existing and proposed elevations referenced to mean sea level, with a contour interval of 2 feet, accurate to one-half contour to indicate surface drainage patterns.
- Source of datum (benchmark used: GS benchmark, if available), and location of BM or TBM at the site.
- Existing and proposed pavement width and right-of-way width of any existing streets adjacent to the development and distances to nearest intersection.
- Acreage of property and acreage of area to be developed.
- Location sketch (scale no less than 1" = 2000').
- All boundaries heavily lined with bearings and distances shown, accurate reference to Augusta and/or geodetic control points which are defined by state plane coordinates unless the sum of the length of the lines constituting the boundary of the site is greater than the traverse distance along public roads to such control. If such reference is not furnished, then a locator tie, defined as a bearing and distance tie from a property corner to a point that can be accurately spotted on the ortho photo maps shall be furnished.
- Plan and profile of storm sewers on a scale of no less than 1" = 100' horizontally, 1" = 10' vertically. Elevation based on mean sea level.
- Detail plan of all entrances, driveways, roadways, etc., that connect to existing county roads. (Connections to State Highways will require permits from Georgia Department of Transportation.)
- Minimum building lines (front, side and rear), existing easements and proposed easements shown.
- Acreage of all on-site and off-site drainage areas contributing to flow through the project.
- Storm water management plan.
- Heavy outline of 100 year flood plain and note thereof. Any disturbances within flood plain limits must comply with the City Flood Ordinance. If the property is not in a 100-year flood plain then write a note stating that.
- Finished floor elevation of buildings a minimum of 2.0 feet above established 100-year flood

elevation, if applicable.

- Sanitary sewers and manholes.
- Soil Erosion and Sediment Control Plan required for any site over 1.1 acres. A statement from local Tax Official that ad valorem taxes owed and due have been paid is required. A SESC Plan Review Checklist is required. A Soil Erosion and Sediment Control Plan is recommended for all sites.
- Potable water distribution system plan.
- A note to the effect that "All drainage easements and disturbed areas must be grassed and/or riprapped as required to control erosion."
- A note to the effect that "All construction within Augusta rights-of-way shall conform to Augusta, Georgia Standards and Specifications."
- A note to the effect that "All silt barriers must be placed immediately following clearing. No grading shall be done until silt barriers installation is completed."
- Note on drawings: "Contractor shall contact the Inspection Division of the Public Works Department at least 48 hours prior to starting work on the project."
- A statement of the following: "I am the owner of the property affected by this Site Plan. Prior to requesting a Certificate of Occupancy, I will submit a notarized statement as follows: 'I certify that the site improvements are complete and in accordance with the approved plans and specifications.' This certification will be based on observations of and supervision of construction by my representative or me. I understand that the Certificate of Occupancy will not be approved until this certification has been made."
- The location of known gravesites and cemeteries located on the property. If grave sites or cemeteries are discovered during construction, information must be submitted to the Planning Commission immediately (See O.C.G.A. §36-72-1 et seq.).
- The location of stop signs (and other traffic control devices as required by the Traffic Engineer) including a statement to the effect that "The developer shall be responsible for the initial installation of the signs."
- Fence or Indemnity Form is required for all detention or retention areas which are not wholly contained in a parking lot.
- Provide at least one copy of pipe sizing, detention/retention sizing and other calculations required for review of this plan.
- Landscape plan and summary sheet.
- Hydrology studies for both Public Works and Soil Conservation Service, as applicable.
- Each individual water service line shall be protected by a minimum double-check back flow device.
- A note to the effect that "Approval by Augusta, Georgia is for the improvements shown in the Site Plan. Any variation from the approved Site Plan must be approved by the City Engineer."
- For any Site Plan that includes wetlands shown on the National Wetlands Inventory Maps or subject to permitting by the US Army Corps of Engineers under Section 404 of the Clean Water Act of 1977, the following must be submitted:
 - The orientation and distance from the boundaries of the proposed site to the nearest bank of an affected perennial stream or water body.
 - A delineation of any wetland areas shown on the National Wetlands Inventory Maps as subject to

permitting by the U.S. Army Corps of Engineers under Section 404 of the Clean Water Act of 1977. Evidence that proper permits have been granted by the Corps shall be required before a Site Plan may be approved. National Wetland Inventory Maps are available at the office of the Planning Commission to assist in making this determination.

- Calculations of the amount of cut and fill proposed and cross-sectional drawings showing existing and proposed grades in areas of fill or excavation. Elevations, horizontal scale and vertical scale must be shown on cross-sectional drawings.
- Location and detailed design of any spill and leak collection systems designed for the purpose of containing accidentally released hazardous or toxic materials.
- Location, dimensions and area of all impervious surfaces, both existing and proposed, on the site.
- A 24 hour local contact person.
- A descriptive note providing the following information:
 - Outfall(s) Information - Location, size and shape
 - Land Use - Commercial, Industrial, Residential, etc.
 - Acreage of on-site and off-site drainage areas contributing to discharge from development
 - Acreage of Impervious Drainage Area
 - Name of Receiving Drainage Basin
- A descriptive note describing any permanent or temporary Best Management Practices (BMP's) used to impact or target Water Quality.

A descriptive note as follows: "The cost of inspection by the City of Augusta-Richmond County's Department of Public Works and Engineering, before or after regular working hours, on Saturdays, Sundays or Legal Holidays, shall be paid for by the individual requesting the inspection at a rate of 1 ½ times the regular salary per hour of the inspector plus 7.65% from the employer's FICA/Medicare match. Approval for the inspection outside of normal working hours shall be obtained from the County Engineer 48-hours in advance. Prior to the commencement of work requiring inspection outside of normal working hours, the individual requesting the inspection shall sign a form which is furnished by the Department of Public Works and Engineering agreeing to pay the overtime. The individual requesting the inspection shall sign a form which is furnished by the Department of Public Works and Engineering agreeing to pay the overtime. The individual requesting the inspection will be billed by the Department of Public Works and Engineering for payment."

A general note as follows: "A pre-construction conference shall be held with the City Engineer or his designated representative prior to beginning construction. This meeting shall be scheduled with the Department of Public Works at the time the notification of work commencement is given."